



Phone: 302-653-5637

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Department of Inspections & Enforcement

# BUILDING PERMIT APPLICATION

## JOB LOCATION

No. \_\_\_\_\_ Street \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_

## TYPE OF CONSTRUCTION OR IMPROVEMENT

*Circle improvement*

Comm. Bldg.      Single-Family Dwelling      Multi-Family Dwelling      Shed      Garage      Demo      Porch  
Addition      Alteration      Renovation      Pool      Hot Tub      Fence      Deck/Gazebo      Roof      Siding      Sign

Manufactured Home – MH# \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

### Description and Cost of Construction:

#### Foundation Type

Slab on grade  
Crawl space  
Basement  
Piers

#### Framing Type

wood  
steel  
masonry  
concrete

#### Building Systems

new plumbing  
new HVAC

#### New Construction

Building sq.ft. \_\_\_\_\_  
No. Bedroom \_\_\_\_\_ Full Bath \_\_\_\_\_ Half Bath \_\_\_\_\_  
No. of Stories \_\_\_\_\_ Fireplace: Y / N  
Width \_\_\_\_\_ Length \_\_\_\_\_  
Porch \_\_\_\_\_ w/roof \_\_\_\_\_ w/o roof  
Garage: Y / N sq.ft. \_\_\_\_\_  
Basement: Plumbing Y / N No. of rooms \_\_\_\_\_  
Finished sq.ft. \_\_\_\_\_ Unfinished sq.ft. \_\_\_\_\_

## IDENTIFICATION

Owner: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contractor: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Town of Clayton Contractors License # \_\_\_\_\_

I, the undersigned, own the above-referenced property or act as authorized agent for the owner.

Print Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Application **will not** be processed if required documents are not submitted with application. Please **allow three (3) business days** for plan review and permit processing.



**Documents required to be submitted with permit application: (2 sets)**

**Plot Plan:**

1. A surveyor prepared or scaled drawing with the overall dimensions and size of the property.
2. Street and road frontage with names of such.
3. Location of any existing and proposed structures with dimensions.
4. Distances from all property lines to the structure.

**Detailed Construction Plan:**

1. Plans showing the project in sufficient detail to ensure building code compliance.
2. Typically the following will be considered sufficient: foundation plan, floor plan, typical cross sections, elevation drawings, and completed energy forms.
3. Kent Conservation District approval certificate. (new construction only)

**Home Owner's Association Approval:** Subdivisions only.

**Permits required for the following:**

- New Construction and Additions
- Demolition
- Manufactured Home Placement
- Shed and Out Buildings (setbacks are 5 feet from rear property line and 3 feet from side property line)
- Pools and hot tubs (all pools and tubs designed for filtering system and are 24 inches and deeper)
- Roofing and siding replacement
- Fences
- Structural Renovations
- Decks and gazebos (hurricane straps mandatory on all floor joist and girders)
- All signs

**All contractor's and subcontractor's are required to be licensed with the Town of Clayton.**

**State law requires property owner or the contractor to notify MISS UTILITY (1-800-282-8555) 48 hours before any excavation begins.**

I have read and understand the above regulations set forth by the Town of Clayton.

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Signature of Applicant

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Date